

Ordering Instructions

Statewide Contract

IP23 - Computer Equipment and Accessories

Ordering Requirements – Agency should create an Agency Delivery Order (ADO) for orders totaling \$250,000.00 or less and a Central Delivery Order (CDO) for orders totaling \$250,000.01 or more, in wvOasis.

Special Instructions –

- 1) Office of Technology 3rd Party Approval is **NOT REQUIRED** on the IP23 contract.
- 2) When paying with a P-Card, it **MUST** be noted in the email and purchase order.

Approvals Required – N/A

Vendor Contact Information –

Carlos Sanchez, Inside Account Manager
Carlos.sanchez@hp.com
505.415.7166

Steven Monjaras, Account Manager
Steven.m.monjaras@hp.com
614.203.5224

Debra Lee, Contract Management Director
Debra.Lee@hp.com
847-537-0344

How to submit the completed order to the Vendor – Agencies must send finalized delivery order to HP for order processing.

Send orders to: psorderprocessing@hp.com with below information:

Subject: IP23 - Agency Name - Total PO \$ Amount - Contact Name
Example Subject: IP23 - DOT - \$2,389 - John Smith

Body of Email – Please note if paying with a P-Card***.

***If paying with P-card, once the order is received, Fatima Jimenez directsledeast@hp.com will send a payment link to the agency. The P-card information is requested in the encrypted link at that time.

Do not put any credit card numbers in the order email.

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Type of Delivery Order – Agency should create an ADO/CDO in wvOasis or WV-39 for agencies without access to wvOASIS

Invoicing Questions/Modifications – Email Fatima Jimenez directsledeast@hp.com the invoice and any additional information relevant to the question/request.